



ST STANISLAUS' COLLEGE

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ATTENDANCE POLICY

Intended Audience: College Employees, Boarding Families, Boarding Students

NESA Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.8

Distribution: College *Policies and Procedures Manual*, College Website

| | |
|---|----------------------------|
| Responsibility for Policy Implementation: | Director of Administration |
| Previous Revision Date: | January 2018 |
| Policy Revision Due: | January 2020 |

1. Daily Attendance

All students are expected to attend school every day except when illness, injury, or some other condition beyond their control prevents them from doing so.

- All students are expected to be in attendance at 8.55am at the start of each day when Tutor Groups meet and rolls are taken.
- The Administration Office staff at the School are available via 6331 4177 for parents who wish to notify the School regarding their son being absent on any particular day. Any such notification, along with the reason for the absence, is documented by the Administration Office via Edumate. Parents are also able to log reasons for student absence immediately via email, on Edumate or using the "School Stream" App on the day.
- Absentee forms submitted via School Stream will be sent directly to the College Administration Office. They are then forwarded by the Administration Office staff to the relevant tutor to be recorded on the Paper Roll.
- Attendance is monitored at Tutor Group meetings held at 9am each school day.
- Rolls are marked by the Tutor, both electronically on Edumate and in hard copy on the Paper Roll.
- On the day of return to school after an absence, students must bring a note from their parents explaining the absence.
- Tutors will note explanation for absence in the Tutor Group paper roll and notes are filed with Tutor Group paper rolls.

2. Late Arrival Students

Being punctual to school is important to the student and the school. It is the student's responsibility to arrive at school on time.

- A student will be considered to be late to school if he arrives after the start of the Tutor Group Meeting at 9am.
- Students who are late to school must register at the Administration Office as they arrive. Administration will make a note of late arrival time on Edumate and also time stamp the students Record Book for late entry into class.

3. Early Departure Students

- Students who need to leave school for any reason during the school day are required to present a note from their parent/guardian to their Tutor at the beginning of the day. The Tutor will make a note of Partial Absence and explanation in the Tutor Group paper roll.
- The note is then presented to the Administration Office.
- The parent or guardian picking up the student should also sign the student out.
- Administration staff will then make a note on Edumate to alert class teachers of a student's departure.
- In cases where the student returns to school after being signed out, the student is to sign in at the Administration Office before returning to class.

4. Student Absences from Class

- Classroom teachers must take a digital roll on Edumate for each lesson.
- If a student is on official school business (eg: excursion, sport representation, etc) it will be noted on Edumate as the student being "on event".
- The College Nurse, Counsellor, peripatetic Music teachers and the Indigenous Education Staff all have the capacity to log students as being with them in a particular lesson with various symbols on Edumate for class teachers to see.
- At 5pm each day Edumate generates a report for any student absences (full and partial) which is emailed to Tutors and Year Coordinators.
- The following day Tutors must liaise with their Tutees and, if necessary, classroom teachers to reconcile any anomalies and take appropriate action (where necessary) to inform the relevant Year Coordinator.

- Tutors will then amend the Edumate Roll as required.

5. Variations to Routine (VTR's)– Procedures for Monitoring Attendance

During the course of the school year, some instances arise when students who are involved in school activities are not present at the Roll Call Meeting. In these instances, for safety reasons and for record keeping, it is important that alternative processes be implemented to monitor and report student attendance to the Administration Office.

School excursions/VTR's

- The teacher organising the VTR is required to contact IT Staff to create an event on Edumate, prior to the activity, containing a list of students who will be absent from class.
- The organising teacher is to take a roll of student attendance prior to the VTR/excursion's departure from the school.
- In instances where any student expected to attend a VTR/ excursion **is not present** for the excursion, the organising teacher is to contact the IT Staff via email, as close to 9am as possible to communicate student absences and remove students from being "on event".
- Subsequent processes for recording student absences from a school excursion/activity are implemented in the same way as other absences from school.

Year 11 and Year 12 Examinations

In order to allow students to more effectively prepare for examinations, they are not required to be present at school before an afternoon examination (assuming they have no morning examination that day); nor are they required to remain at school after completing a morning examination (assuming they have no afternoon examination that day).

- A hard copy Roll for students sitting an examination is attached to each bundle of exams. This roll is taken by the teacher responsible for supervising the commencement of the examination.
- Rolls are returned to the class teacher and any absences are notified to the relevant Tutors, where normal absence procedures are followed.
- Day students entering the Day School at any subsequent time during the day (to attend a later examination or for any other reason) are to follow the procedures consistent with Late Arrival Students.
- Day students leaving the Day School at any subsequent time during the day (at the conclusion of an examination or for any other reason) are to follow the procedures consistent with Early Departure Students.

6. Following Up Unexplained Absences and notifying Parents and/or Guardians regarding poor school/class attendance

- In cases where a student's attendance pattern is inconsistent, a call will be made to the student's parent/guardian on the first day of any absence.
- Year Coordinators may also request that an Administration Office Assistant call the parent/guardian of any absent student on the first day of any absence.
- In the event of an explanation for student absence not being received within three days of the date of the absence, Tutors are to contact the parents by email (and cc in the Year Coordinator), requesting advice concerning the absence. These requests are therefore also brought to the attention of the relevant Year Coordinator via cc into the parent email. Parents are still required to provide a reason for absence in writing.
- Contact between the Tutor and the Year Coordinator should be maintained daily until resolved, or if this takes longer than another three days, it must be forwarded via email to the Deputy Head of College for resolution.
- If there are no replies to phone calls or emails from the Deputy regarding student absence, a registered letter will be sent from the Head of College to the last known address requesting an explanation of the absence.

- If the registered letter is returned to the school or no reply of forthcoming then the Head of College will refer the matter to the Home School Liaison Officer within the Department of Education.

7. Transferring unsatisfactory attendance information to school files and storage of Documents

Any information relating to unsatisfactory attendance is transferred to student files.

8. Principals delegation for Exemption from attendance and enrolment

Head of College may grant exemption (Appendix B) from enrolment at and attending school if conditions exist which make it necessary or desirable that a Certificate of Exemption should be granted. The Certificate of Exemption may be granted subject to conditions and limited to a period specified in the Certificate. This will only be granted when it has clearly been demonstrated that an Exemption is in the student's best interest in the short and long term. Parents/Carers must complete the Application for Exemption from Attendance/Enrolment at the College for consideration and decision by the Head of College.

9. Principals granting of leave for the purposes of holidays

The Head of College may grant extended leave to students for the purposes of holidays. Parents are required to submit the Application for Extended Leave – Travel form (Appendix C) to the Head of College Professional Assistant. This is then reviewed by the Head of College and approval granted or denied.

A Certificate of Extended Leave (Appendix D) along with a letter (Appendix E) is forwarded to the parent for their records. This document is then emailed to the Tutor and Year Coordinator and the absence recorded on Edumate. The original documentation is placed on the student file held in the Administration Office.

10. Monitoring attendance and strategies to improve unsatisfactory attendance

The following staff support and liaise with students and parents to improve class attendance for specific students:

- Learning Support Staff
- Indigenous Education Staff
- Year Coordinators
- Counsellor
- Deputy Head of College
- Head of Boarding

Appendix A - 2018 Attendance Register Codes

Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

| Attendance Register Codes | |
|--|---|
| Symbols to be used for explanation of student absence | |
| Symbol | Meaning |
| A | The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal at the principal's discretion to accept or not accept the explanation provided. |
| S | The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance. |
| L | An explanation of the absence is provided which has been accepted by the principal. This may be due to: - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions. |
| E | The student was suspended from school |

| Attendance Register Codes | |
|---|--|
| Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes) | |
| Symbol | Meaning |
| M | The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer. |
| F | The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses |
| B | The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: - work experience - school sport (regional and state carnivals) |

| | |
|------------------------|---|
| | <ul style="list-style-type: none"> - school excursions - student exchange |
| H^{1,2} | <p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education |

1. Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.

2. Note: **For Independent Schools use “F” not “H” for students attending external tutorial centres and programs that are school authorised.**

Recording the duration of an absence or variation in attendance

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

Manual Attendance Registers

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

a - The student was absent on that day.

Pa - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Note: The symbol X is to be used for the first and last day that the student attended for each term.

NB: Rolls are legal documents. Tutors have responsibility to ensure Rolls are marked and maintained utilising official codes and College directions. Director of Administration reviews all Tutor Rolls at the end of each school week.

Application for Exemption from Attendance/Enrolment at School

NOTE: PART A is to be completed by the student's parent/carer and returned to the Head of College.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

| FAMILY NAME | GIVEN NAME | DOB | AGE | GRADE |
|-------------|------------|-----|-----|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Student address: _____

_____ Postcode: _____

Dates of exemption applied for: From: _____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

FROM ATTENDANCE

- Exceptional Circumstance
- Employment in entertainment industry
- Participation in elite sporting event including for short periods of time ie: for one or two days and at short notice.
- Participation in elite arts program

FROM ENROLMENT

- Enrolment at school
 - The health, learning or social needs or disability of a student necessitating the continuation of an individual program supported by medical specialists.
 - Participation in a full time apprenticeship or traineeship in Year 10, prior to the student turning 17 years of age.

Please provide more detail about the reason for the application for exemption here:

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption: From: _____ / ____ / ___ to ____ / ____ / ____

Number of school days: _____

Copy of Certification of Exemption attached (Please tick) Yes No

PARENT/CARER DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a *Certificate of Exemption* under the Education Act 1990.

I understand that if the exemption is granted:

- I am responsible for his supervision during the period of exemption
- The exemption is limited to the period indicated
- The exemption is subject to the conditions listed on the Certificate of Exemption
- The exemption may be cancelled at any time.

I declare the information provided in this application is, to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of parent/s: _____ Date: ____ / ____ / ____

PART B: EMPLOYER'S DETAILS (in the case of employment in the entertainment industry)

To be completed by the employer.

Name of company/corporation: _____

Contact Person: _____

Address: _____

Postcode: _____

Telephone number: _____ Email: _____

Please attach and tick)

- | | | |
|---|-----|----|
| 1. Detailed itinerary/work schedule for the period of exemption sought: | YES | NO |
| 2. Evidence of tutor's teaching qualifications (supplied by employer): | YES | NO |

Employer's signature: _____

Date: _____

PART C: PARTICIPATION IN ACCREDITED ELITE ARTS, ELITE SPORTS OR ENTERTAINMENT INDUSTRY

To be completed by the applicant.

Name of accredited elite arts, elite sport program or entertainment industry performance:

A Date of exemption applied for: ____/____/____ to: ____/____/____ (if block)

B Individual dates applied for: _____

Number of school days: _____

C Hours of exemption (if partial exemption, eg: 9am to 11.30am): _____

From ____/____/____ to: ____/____/____

REASON FOR APPLICATION FOR EXEMPTION (please tick)

- Training for elite sport Elite sport event or tour Elite arts program Entertainment industry

Note: A schedule of participation, training or tour itinerary from the organiser, arts or sporting body (eg: Australian Institute of Sport) must be attached with contact names and numbers.

Certificate of Exemption from Attendance/Enrolment at School

The student/s whose details appear below has been granted an exemption from school for the period indicated.

- Exemption from attendance
or
- Exemption from enrolment

STUDENT DETAILS

| FAMILY NAME | GIVEN NAME | DOB | AGE | GRADE |
|-------------|------------|-----|-----|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Student address: _____
_____ Postcode: _____

Dates of exemption: From: _____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Reason for the exemption:

Conditions of the exemption:

It has been explained to the parent of the above mentioned student/s that they are responsible for his supervision during the period of exemption.

It has been explained to the parent that the period of exemption is limited to the period indicated and the parent has acknowledged that the provided period of exemption is subject to the conditions listed.

Head of College signature: _____ Date: ____ / ____ / ____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.

Application for Extended Leave – Travel

NOTE: PARTS A, B and C are to be completed by the student’s parent and returned to their child’s school principal.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

| FAMILY NAME | GIVEN NAME | DOB | AGE | GRADE |
|-------------|------------|-----|-----|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Student address: _____

_____ Postcode: _____

Dates of extended leave applied for: From: _____/_____/____ to _____/_____/____

Number of school days: _____

Reason for travel (including why this travel is occurring in school time):

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

PART B: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: _____ / _____ / ____ to _____ / _____ / _____

Number of school days: _____

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick) Yes No

PART C: PARENT DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
 - The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is, to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave-Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: __ / ____ / _____

Certificate of Extended Leave – Travel

The student/s whose details appear below has/have been provided a period of extended leave from school for the purpose of travel.

Note: Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.

STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

| FAMILY NAME | GIVEN NAME | DOB | AGE | GRADE |
|-------------|------------|-----|-----|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Student address: _____

_____ Postcode: _____

Dates of extended leave applied for: From: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Reason for providing the period of extended leave – travel:

Conditions applicable to providing the period of extended leave – travel:

It has been explained to the parent of the above mentioned student/s that they are responsible for his supervision during the period of extended leave.

It has been explained to the parent that the period of extended leave is limited to the period indicated and the parent has acknowledged that the provided period of extended leave is subject to the conditions listed.

Principal signature: _____ Date: ____/____/____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.

Appendix D

From the Head of College

(Date)

(Mailing Information)

Dear Mr & Mrs (Surname)

I refer to your request for Extended Leave for (Student Name) to be absent from school for the period (date) to (date).

This request has been approved.

Given that (student name) will be absent from school for a total of (number of days) days, I ask that (student name) requests work from his teachers so that he can continue progress in his courses whilst he is away. He will need to liaise with his teachers on his return to ensure he receives whatever support is required.

I wish you a safe and enjoyable trip.

Yours sincerely

Dr Anne Wenham
Head of College

Appendix E

Authority to Grant Exemptions

Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Procedures, as outlined in the following table:

| Powers – Exemption from Attendance at School | Delegates (Note: Delegates cannot delegate) |
|--|---|
| Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 110 days in a 12 month period for any one student. | Principal Note: In large scale productions or for long term commitments to such a production the application may be referred to the Minister’s Delegate via the AIS Division Head, Education Regulations and Program Implementation. It is also possible for employers in such cases to make one direct application for all students to the Minister’s Delegate at the Department of Education. |
| Exemption from school attendance for students participating in elite arts or elite sporting events* up to 100 days in a 12 month period for any one student. * Refers to national/international sport events, elite programs run by national and international organisations, talent identification programs run by NSW Dept of Sport and Recreation. | Principal |
| Exemption from school attendance totaling up to 100 days in a 12 month period for any one student, including part-time exemption. | Principal |
| Exemption from school attendance totaling 100 days or more in a 12 month period for any one students. | The Minister’s Delegate at the Dept Education, who has requested applications to be forwarded via the sector representative – the AIS Division Head, Education Regulations and Program Implementation. |
| For periods exceeding the delegate’s authority the application should be referred to the next most senior delegate. | |
| Powers – Exemption from Enrolment at School | Delegates (Note: Delegates cannot delegate) |
| Exemption from enrolment – Age | The Minister’s Delegate at the Dept Education, who has requested applications to be forwarded via the sector representative – the AIS Division Head, Education Regulations and Policy Implementation. This includes the case where parents apply for a delayed start to school for a child about to turn six. |
| Exemption from enrolment – Health, learning or social needs or disability | |
| Exemption from enrolment – Completion of Education under Special Circumstances – for apprenticeships and traineeships only | Principal |
| Exemption from enrolment – Completion of Education under Special Circumstances – not an apprenticeship or traineeship | Complete attached form. |

Application to complete education under special circumstances (other than an apprenticeship or traineeship)

This form is only for students enrolled in non-government non-systemic schools or registered for home schooling.

If approved, this application will provide the applicant with a 'Certificate for Exemption from Enrolment at School (for the sole purpose of completion of education under special circumstances)'.

Student details

| | | | | | |
|---|--|------------|--|---------------|--|
| Surname | | First name | | Date of birth | |
| Home schooling registration number (if applicable) | | | | | |
| Current period of home schooling registration (if applicable) | | | | | |
| Current school details (if applicable) | | | | | |
| Name of school | | | | | |
| School address | | | | | |
| School phone number | | | | | |

Parent/caregiver details

| | | | |
|-------------------------|--|------------|--|
| Surname | | First name | |
| Relationship to student | | | |
| Address | | | |
| Postcode | | Phone no. | |
| Email | | | |
| Signature | | Date | |

This application continues over the page.

Applicants will need to attach copies of all relevant documents to this application so that the Board Endorsement Panel can be satisfied that the student's extent and level of current education may be regarded as complete.

Application requirements

The following documentary evidence must be provided:

- an explanation of the special circumstances that justify the approval
- a detailed account of the education that the student has completed to date including:
 - each individual subject/course studied and completed (from Year 7 onwards)
 - result or grade achieved for each of the above
 - certificate or educational qualification achieved as a result of the course of study (where applicable)
 - statement of record of attendance during the period of study (where applicable)
 - other relevant documentary evidence
- an explanation outlining why the student's education to date amounts to an adequate basis for regarding the student's school education as complete in the special circumstances of the case.

Mail the application to

Board Endorsed Programs Unit
NSW Education Standards Authority
GPO Box 5300
Sydney 2001